

CSC Adopted: **October 2001**, CSC Revised: _____**Class Title: Security Counselor III****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides supervision and care of at-risk adolescents through counseling, service plans, maintaining discipline, daily and weekly logs, home visits, supervising daily chores and recreational activities, daily transportation, and conducting drug screening. Assists with treatment program with therapeutic approaches and designed to elicit client behavior changes while being in a controlled environment to promote more successful return to community. Ensures public safety through the control and supervision of those residents in secure custody. Job duties may be in detention home, group home, and other non-residential programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Maintains safety and security by supervising youth and staff, monitoring security cameras, responding to violent situations and implementing and enforcing policies and procedures.
2	L	Provides direct supervision of clients by observing clients' daily routine inside and outside the facility and transporting them to and from school, home, doctors appointments, court, and hospitals.
3	L	Participates in counseling by leading or facilitating groups, activities, and interventions.
4	S	Documents daily and weekly contacts by writing weekly and quarterly reports and court reports to be provided to the courts.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent
Experience	Two years experience as a security or child counselor.
Certifications and Other Requirements	Valid Driver's License, First Aid/CPR Certification, Crisis Intervention Certification, Food Handlers License
Reading	Work requires the ability to read social histories, policies and procedures, manuals, evaluations, reports and legal documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, letters, summaries and notes.
Managerial	Managerial responsibilities include organizing and planning presentations and group activities.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, children, and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Making presentations, supervising group activities
Sitting	F	Desk work, driving
Walking	F	Supervising clients, to and from client sites
Lifting	F	Supplies and equipment
Carrying	F	Supplies and equipment
Pushing/Pulling	R	File drawers, carts, equipment
Reaching	F	For supplies
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, writing
Kneeling	O	During recreational activities
Crouching	O	Retrieving items from lower shelves
Crawling	N	
Bending	O	Retrieving supplies from lower shelves
Twisting	O	During recreational activities
Climbing	F	Stairs
Balancing	N	
Vision	C	Reading, computer monitor, driving
Hearing	C	Communicating with personnel and clients and on telephone
Talking	C	Communicating with personnel and clients and on telephone
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Fax machine, telephone, copier, calculator, cell phone, overhead projector, TV, cameras, radio, vehicle, vacuum cleaner, computer, printer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	N	Dirt and Dust	N	Office Environment --
Chemical Hazards	N	Extreme Temperatures	S	Warehouse --
Electrical Hazards	N	Noise and Vibration	D	Shop --
Fire Hazards	N	Fumes and Odors	N	Vehicle --
Explosives	N	Wetness/Humidity	N	Outdoors --
Communicable Diseases	S	Darkness or Poor Lighting	N	Other (see 2 below) X
Physical Danger or Abuse	N			
Other (see 1 below)	N			

(1)

(2) Detention Facility

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, biohazard protection kit

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)